

## **SPECIAL CREDIT REGISTRY**

### **COSC-Reviewed Courses**

Special credit registry is a single deposit of credits from a noncollegiate program reviewed by the Connecticut Credit Assessment Program (CCAP) under the auspices of Charter Oak State College (COSC). For example, students who have successfully completed early childhood programs through a CCAP organization may deposit only these credits into an account. Similarly, students who have successfully completed several writing courses at the Children's Institute may deposit all the credits from these courses into an account. However, a student may not use special credit banking to deposit credits from both The Children's Institute and a CCAP reviewed early childhood organization into an account but would use the unlimited general credit banking process. A complete list of CCAP-reviewed programs is available from the registrar's office.

As with the general credit registry, participants may use credits accumulated through this process to meet continuing education, professional certification or degree requirements at other institutions. In effect, the special credit registry provides affordable access to the credit recommendations from one institution.

Special Credit Registry is specifically for individuals **NOT** planning to earn a degree at Charter Oak State College. Students enrolled at Charter Oak do not need to use the credit registry to receive credits for a noncollegiate review. They simply forward official documents to the College for evaluation.

Participants using special credit registry do not enroll in Charter Oak State College but must complete a special credit registry application. Upon receipt of the application and payment of the special credit registry fee, participants are authorized to deposit the credits from **one** COSC-reviewed program into their credit registry at Charter Oak for twelve months. Students who have credits from more than one COSC-reviewed institution should establish a general credit registry account. Once credit has been deposited into an account, one transcript is generated and sent to either the student or to a location identified by the student in a written request. Students may request additional transcripts of their credit accumulations whenever necessary. The College charges a nominal fee for the transcript service. All Charter Oak regulations regarding the release of transcripts pertain.

Within 12 months of establishing a special credit registry application, a participant may change to a general credit registry by paying the difference in fees between the two services. The effective date for start of service for the general credit registry option becomes the date of receipt of the special credit registry application. The general credit registry fee would then cover the balance of the initial credit registry period only. Participants considering this option should speak with the registrar to determine the best service option.

**IMPORTANT:** If a participant in the credit registry decides to enroll in Charter Oak subsequent to making deposits in the registry, the participant should be aware that credits transcribed under the credit registry option will be subject to evaluation in accordance with the policies of Charter Oak State College. All degree requirements in effect at the time of enrollment must be satisfied. For more information [www.cosc.edu](http://www.cosc.edu)

To enroll, a participant must formally apply to Charter Oak and pay all appropriate fees. Once enrollment in the College is completed, an official evaluation of all academic documents including the credit registry transcript will be conducted. If you have any questions about the credit registry call the office of the Registrar (860) 832-3823.

**If a participant in the credit registry intends to transfer these credits to another college, it is the participant's responsibility to ensure that the receiving institution's academic policy will allow for the transfer of such credit.**

## STEPS FOR SPECIAL CREDIT REGISTRY

1. Complete the application (please complete the section **SOURCE OF CREDITS to be Placed on Transcript**) and submit \$120.00. For this fee, credits from one COSC-reviewed institution will be placed on a transcript. Included in this fee is one regular transcript issued from COSC to any person or organization designated by the applicant in writing. If the applicant makes no specific request, a sealed copy of the official transcript will be mailed to the applicant.
2. You **must** arrange for transcript of your completed program to be sent **directly** from the CCAP reviewed program to the Registrar's Office at Charter Oak State College.
3. If you wish to add more credits to the master transcript after the first year, you must pay the prevailing fee to reactivate the registry.
4. When you want any additional transcripts (after the initial transcript) sent from Charter Oak to another institution, make your request in writing and submit \$10.00 for each official transcript. You can also request that your transcript be sent by rush order which means it will be mailed within 48 hours after the College receives the request. The cost is \$20 per transcript.
5. If planning to apply these credits to a degree at another institution, you should verify that credits accumulated in the registry will be transferable.
6. Applications, transcripts and other correspondence should be sent to:

**Charter Oak State College**  
**Special Credit Registry**  
55 Paul J. Manafort Drive  
New Britain, CT 06053  
**(860) 832-3823** (For Special Credit Registry)

*If a participant in the credit registry intends to transfer these credits to another college, it is the participant's responsibility to ensure that the receiving institution's academic policy will allow for the transfer of such credit.*

**STATE OF CONNECTICUT  
Board for State Academic Awards**

**APPLICATION FOR SPECIAL CREDIT REGISTRY**  
**COSC-REVIEWED COURSES**

<b>PERSONAL INFORMATION</b>				
Last Name		First Name		M.I.
Maiden Name		Date of Birth	Social Security #	
Residence Address (No., Street)		City	State	Zip Code
Mailing Address (if different from Residence Address)				
Telephone - Home (include Area Code)	Telephone - Business (include Area Code)	Are you a resident of Connecticut? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>STUDENT BIOGRAPHICAL DATA</b>				
Charter Oak State College is an Affirmative Action Institution. Responses in this section will be treated as confidential and used by student personnel services. Your responses will not affect your eligibility for credit registry.				
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female				
ETHNIC BACKGROUND: <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Other <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Prefer not to respond				
<b>CURRENT EMPLOYMENT</b>				
Are you presently employed? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed				
If employed, please check field: <input type="checkbox"/> Government <input type="checkbox"/> Business/Industry <input type="checkbox"/> Education <input type="checkbox"/> Health Field <input type="checkbox"/> Social/Religious <input type="checkbox"/> Self-employed				
Name of Employer				
Address (No., Street)		City	State	Zip Code
Position/Title				
<b>SOURCE OF CREDITS to be Placed on Transcript-<u>PLEASE</u> COMPLETE THIS SECTION</b>				
Please indicate the organization or course that you have completed that has a Charter Oak State College evaluation of credits.				

School or Organization where you want one (1) Charter Oak State College transcript to be sent

### STATISTICAL DATA

Charter Oak offers on-line distance learning courses. Would you like to receive information on these courses?

☐ Yes:

☐ No

E-MAIL (home) : \_\_\_\_\_

E-MAIL (work) : \_\_\_\_\_

☐ Please send information on  
your undergraduate  
program.

☐ Please send  
Distance Learning  
Course information

☐ Please send  
information on credits  
for standardized exams.

☐ I plan on using exams for  
additional credits-please send  
me application for general  
registry.

### SIGNATURE

I hereby certify that the above statements are true and correct to the best of my knowledge. I hereby knowingly make application for credit registry at Charter Oak State College subject to the policies and procedures of the College and the Board for State Academic Awards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form with your check or money order to:

**Charter Oak State College  
Credit Registry  
55 Paul J. Manafort Drive  
New Britain, CT 06053**

### AFFIRMATIVE ACTION POLICY

Charter Oak State College is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, creed, sexual orientation, color, age, national or ethnic origin, or disability.



\_\_\_\_\_  
SOCIAL SECURITY NO.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY/TOWN

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

## ***CREDIT REGISTRY- COSC FEE***

***July 1, 2010-June 30, 2011***

The Credit Registry - COSC Fee is required for credit evaluation and record keeping for persons not seeking a degree at Charter Oak but who have completed noncollegiate course(s) reviewed by Charter Oak State College and would like the course(s) entered onto a transcript. Fee includes one (1) transcript sent to student or to institution designated in writing by student (Please include name/address of recipient). If no institution/organization is identified, the transcript is sent to the student in a sealed envelope.

<b>FEE</b>	<b>IN-STATE RESIDENT</b>	<b>NON-RESIDENT</b>
Credit Registry- COSC	\$120	\$120

Method of Payment:

☐ CHECK

Please make check or money order for \$120 payable to  
*Charter Oak State College.*

Please complete this form and return it with  
your payment to:

**CHARTER OAK STATE COLLEGE**

**ATT: Credit Registry**

**55 Paul J. Manafort Drive**

**New Britain, CT 06053**